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To Whom This May Concern;

Good day!

I'd like to introduce myself and express my interest in working for your administration through this letter. I've attached my resume, which details my work history, training experiences, accomplishments, education, and skills. My work experiences are bolstered by the high level of responsibility and dedication I would put forth to work for your administration.

By the way, I am Ariel P. Pia, 29 years old and single, from Bato, Leyte. I noticed some job postings under your supervision indicating that you are looking for an Administrative Officer II or any available position that will provide me with a permanent position that will benefit the university. As I review the following core competencies, as an alumnus of this university, I see that I possess the qualifications you seek, despite the fact that my degree is unrelated to the position. But that is not a problem, since I can confidently assure you that I possess those qualifications because of my eight years of work experience, which I will gladly share with you. My work experience has taught me to work with honesty and professionalism, to provide good service, to manage interpersonal relationships, to promote gender equality, and to raise awareness of gender-related problems and concerns. Furthermore, I was taught the value of having strong ethics, being honest, being patient, and having excellent morals. I am also a quick learner who works well with less supervision. I used to be in charge of everything as a department head. I am also systematic, have strong time management abilities, am well-organized and thorough, and am capable of problem solving and decision-making. And, among other things, you can rely on me to be computer literate and proficient in MS Office. As a result of my BPO experience, I have great communication and interpersonal skills. Yes, it will appear to be a different area, but please know that I am completely capable of performing the role. If given the opportunity and properly taught, it would be an ideal environment for me to demonstrate and share my expertise. I make it a point to accomplish all of my tasks within the time frame I set for myself. I'll be keeping close track of my allocated duties and finishing them ahead of time. If you appoint me, you may depend on me to stay and work with you for the rest of my life, since I am looking for a long-term position.

I worked for Business Process Outsourcing (BPO) from 2013 to 2017, managing various International Telecommunication accounts in the areas of customer and technical services, both voice and non-voice account.

From 2017 to this year, I worked as the Department Head of Medical Records, as well as Admitting Staff and an Information Officer at the same time, in a private hospital.

I believe in greatness and have always dedicated myself, my knowledge, and my artistic qualities to ensuring that any university's aims are met successfully. My positive attitude is a significant addition to any employer that hires me. I am certain that my experience will be beneficial to our beloved university.

I hope to hear from you soon and, if possible, to be scheduled for an interview to learn more about the job position. For more details, please call +63915-363-0862 or send an email to [arielpia@gmail.com](mailto:arielpia@gmail.com). Thank you for your time reading this. I really appreciate it. I can't wait to hear from you, and I'm excited about being a part of the VSU family. Have a wonderful day!

Respectfully yours,



Ariel P. Pia